



Capital Planning Committee

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2018 DEC 20 AM 7:56
TOWN OF WESTMINSTER

To: Town Clerk
From: Capital Planning Committee
RE: Capital Planning Committee meeting for Nov. 20, 2018

Meeting minutes for Nov. 20, 2018

Members present: Keith Harding, , Jim DeLisle and Lisa Rocheleau

Ex officio members present: Melody Smith, Karen Murphy

Members not present: Steve Rocheleau

Guests: Ashburnham capital planning members: Jaime Piedrafite and Bill Johnson. School representatives: Gary Mazzola, Julie the business manager, Eric the technology guy, and Charlie the facilities manager. School committee members: Justin and Andrew.

The meeting was called to order at 6:00 PM in the selectmen's chambers at the Westminster Town Hall

- Discussion with school department regarding the five year capital plan. It was agreed that the schools would look into getting realistic quotes for the needed replacement of garage to be included in a future capital plan.
- Announced that John Fairbanks has stepped down from the Capital Planning Committee.
- Discussion about OPEB stabilization funds and possible need for establishing a pension stabilization fund.
- Discussion and votes on the recommended allocation of free cash to stabilization funds. Recommendations attached.
- Next meeting set for Dec.18

Jim DeLisle made a motion to adjourn at 8.10 PM, seconded by Lisa Rocheleau and approved by unanimous consent.

The purpose of the Capital Planning Committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the board of selectmen and advisory board and to be published in the advisory board booklet. The committee is also charged with developing a long range capital plan of at least five years.

Submitted: Keith Harding